

DEPARTMENTAL OPEN EXAMINATION  
STATEWIDE  
BC41/0493

CONTINUOUS FILING

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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| THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUS BULLETINS. |   |
| WHO SHOULD APPLY   | Applicants who meet the minimum qualifications as stated below. This is a departmental open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.   |
| CONTINUOUS FILING INFORMATION                                | <p>The testing office will accept applications continuously and will notify and test applicants as needs warrant. <b>Testing is considered continuous</b> as closing dates (final filing dates) can be set at any time and eligible lists are merged. Applications personally delivered after the closing date will be held over for the next examination.</p> <p><b>A candidate may be tested only once during a testing period.</b> The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. <b>A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.</b> You must submit a state application (Form STD 678) to each testing period.</p>  |
| HOW TO APPLY   | <p><u>SUBMIT APPLICATIONS (FORM 678) TO THE FOLLOWING ADDRESS:</u></p> <p>California Department of Food and Agriculture<br/>Examination Unit<br/><i>Attention: Kimberly Dean</i><br/>1220 “N” Street, Suite A-151<br/>Sacramento, California 95814</p> <p><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b></p>   |
| TESTING METHOD   | The testing method used may be one or a combination of the following: <b>ORAL OR WRITTEN EXAMINATION, EDUCATION &amp; EXPERIENCE, OR SUPPLEMENTAL APPLICATION.</b>  |
| SPECIAL TESTING ARRANGEMENTS                                 | If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-0422.  |
| REQUIRED IDENTIFICATION                                      | <i>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i>   |
| SALARY RANGE   | <p><b>Range A - \$4329 - \$5216</b></p> <p><b>Range B - \$4532 - \$5469</b></p> <p><b>Range C - \$4751 - \$5729</b></p> <p><i>NOTE: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments</i></p>  |
| ELIGIBLE LIST INFORMATION                                    | A Departmental “Open” list will be established for the California Department of Food and Agriculture. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after it is established.  |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION               | <p><b><u>NOTE:</u> IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</b></p> <p><b><u>NOTE:</u> ALL APPLICATIONS/RESUMES MUST INCLUDE: ‘TO” AND “FROM” DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED</b></p>  |
| MINIMUM QUALIFICATIONS                                       | <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.</p> <p><b><u>Either I</u></b></p> <p>One year of experience in the California state service performing the duties of a Seed Botanist</p> <p><b><u>Or II</u></b></p> <p><b>Experience:</b> Two years of experience conducting seed identification, germination, and/or research gained after obtaining a master's degree. <b>and</b></p> <p><b>Education:</b> Possession of a Master's Degree or its equivalency from an accredited college or university, or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 in Botany or a biological science including at least 20 units in the plant sciences.</p> |

ADDITIONAL DESIRABLE  
QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to those applicants possessing in-depth knowledge of seed taxonomy and germination. A record demonstrating expertise in this specialty, including publication of scientific papers, oral presentations at professional meetings, participation in seminars, etc., over and above that required in the "Minimum Qualifications" will be given additional consideration.

SPECIAL PHYSICAL  
REQUIREMENTS

Manual dexterity

POSITION DESCRIPTION

This is the fully qualified journey level of this series. Incumbents perform highly specialized and complex analyses, evaluations, and research on an independent basis. Incumbents also use laboratory, greenhouse, and test plot techniques to evaluate complex seed problems, maintain and catalogue specimens and current literature, and may supervise and train lower level Seed Botanists, support staff, and others.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions.

*Competitors who do not appear for the interview will be disqualified.*

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

**The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.**

SCOPE OF EXAM

A. Knowledge of:

1. General and systematic botany, seedling physiology;
2. Flora of California including the noxious weeds, the relationship of plants and plant pests to agriculture and the environment;
3. Laboratory and curatorial techniques and methods;
4. Various literature sources pertaining to botany in general, and seed botany in particular;
5. Methods, materials, and equipment used in seed botany;
6. Principles and procedures of research planning, design, methodology, and analysis;
7. Methods of preparation of research reports;
8. Statistical methods and procedures;
9. Data processing techniques;
10. Problems involved in bibliographic survey of previous related research;
11. Determination and qualification of variables and mechanization of compilation of analysis of data;
12. A very high degree of knowledge of the taxonomy, morphology, and germination physiology of seeds of native and exotic cultivated plants and weed pests.

AND

SCOPE OF ON-THE-JOB  
KNOWLEDGE AND ABILITIES

B. Ability to:

1. Use plant manuals and keys;
2. Use techniques of mounting and preserving plants;
3. Perform germination tests;
4. Identify seeds of both crop and weed plants;
5. Identify plants;
6. Utilize and effectively apply required knowledge and skills;
7. Keep accurate records and issue reports and identify seeds of increasing complexity;
8. Correctly evaluate increasingly complex physiological seed problems;
9. Make special studies on seed problems, evaluate results, interpret findings and make written or oral reports on findings;
10. Perform highly complex and specialized analyses of seed taxonomic and seed viability problems;
11. Conduct training workshops;
12. Apply and interpret provisions of the California Food and Agricultural Code and applicable rules and regulations;
13. Train technicians and other personnel in associated tasks.

EDUCATION AND  
EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

*SPECIAL NOTE:*

VETERANS PREFERENCE

Veterans preference credits will not be granted in this examination.

QUESTIONS?

If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 “N” Street, Suite A-151, Sacramento, California 95814, (916) 654-0422.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

**If you meet the requirements** stated, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**It is the candidate's responsibility** to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0422 three (3) weeks after the final filing date if s/he has not received a progress notice.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1. sub-divisional promotional, 2. departmental promotional, 3. multi-departmental promotional, 4. service-wide promotional, 5. departmental open, 6. open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board office or written test proctors.

**High School Equivalence:** Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.*

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

FROM TDD PHONES: 1-800-735-2929

FROM VOICE PHONES: 1-800-735-2922